



**A REPORT OF INTERNSHIP
AT KANTOR IMIGRASI KELAS 1 TPI MAKASSAR**

**Submitted to the Faculty of Languages and Literature,
Universitas Negeri Makassar
as the Partial Fulfillment of the Requirement for Diploma Degree**

**by:
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**BAHASA INGGRIS D-III STUDY PROGRAM
ENGLISH DEPARTMENT
FACULTY OF LANGUAGES AND LITERATURE
UNIVERSITAS NEGERI MAKASSAR
2020**

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Judul : A Report of Internship at Kantor Imigrasi Kelas 1 TPI
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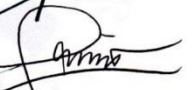




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May Allah bless you all, aamiin

Makassar, Januari 2020

The Writer

CHAPTER 1

INTRODUCTION

A. Background

Universitas Negeri Makassar as an educational institution has a great role in efforts to develop human resources. In order for the role to be carried out well, Universitas Negeri Makassar graduates need to know how to think and also work. Nowadays, companies or agencies need a worker that is balance between theory and practice.

Universitas Negeri Makassar has decided to hold an internship for student aiming at increasing students insights as being independent, being able to communicate, being able to make decisions, introducing student to the real work field and sensitive to changes and developments that occur in the outside world. These are all requirements for students to plunge into the work field.

One of study programs in Universitas Negeri Makassar that applies the internship is Business English. The students are obliged to apply what they have learned in study program such as English skills, Management, Computer, even Communication commonly used in the work field.

In this occasion, the writer performs an internship in one of government institutions, namely Kantor Imigrasi Kelas 1 TPI Makassar. The illustration of the conduction of the internship is given below.

B. The Objectives of the Internship

1. To describe the conditions of the working arena
2. To find out the service in general and in the particular at Kantor Imigrasi

Kelas 1 TPI Makassar

B. The Significances of the Internship

1. Theoretical Significances

It gives insightful contribution to the concept of subjects: Management, Introduction to Computer and Communication.

2. Practical Significances

It gives practices on making proposals for promotions appointments in structural positions and its internal services.

CHAPTER II

GENERAL DESCRIPTION

A. General Description of Kantor Imigrasi Kelas 1 TPI Makassar

1. Brief History

Kantor Imigrasi Kelas 1 TPI Makassar was established in 1948 where the construction was carried out by the Dutch Government. After stipulating the immigration institution on January 26, 1950, Kantor Daerah Imigrasi (Kandim) was established on Jl. Seram No. 2 and since 1987 changed its name to Jl. Tentara Pelajar. In line with the development of Makassar, in 1976 the Kandim changed its name to Kantor Direktorat Jenderal Imigrasi (Kanditjen).

Entering the era of reorganization, in 1980 Kanditjen changed to Kantor Imigrasi (Kanim) on May 19, 2005, Kantor Imigrasi was officially located or moved from Jl. Tentara Pelajar to Jl. Perintis Kemerdekaan Km 13 Daya, Makassar and on August 23, 2005 was inaugurated by the Minister of Law and Human Right R.I. Hamid Awaluddin.

2. Vision

Society Obtains Certain of Service and Enforcement of Immigration Law.

3. Missions

- a. Strengthening fair and accountable enforcement of immigration law.
- b. Supporting the creation of stable state security.
- c. Improving prime immigration services.
- d. Supporting sustainable community welfare development.

B. Organizational Structure of Kantor Imigrasi Kelas 1 TPI Makassar

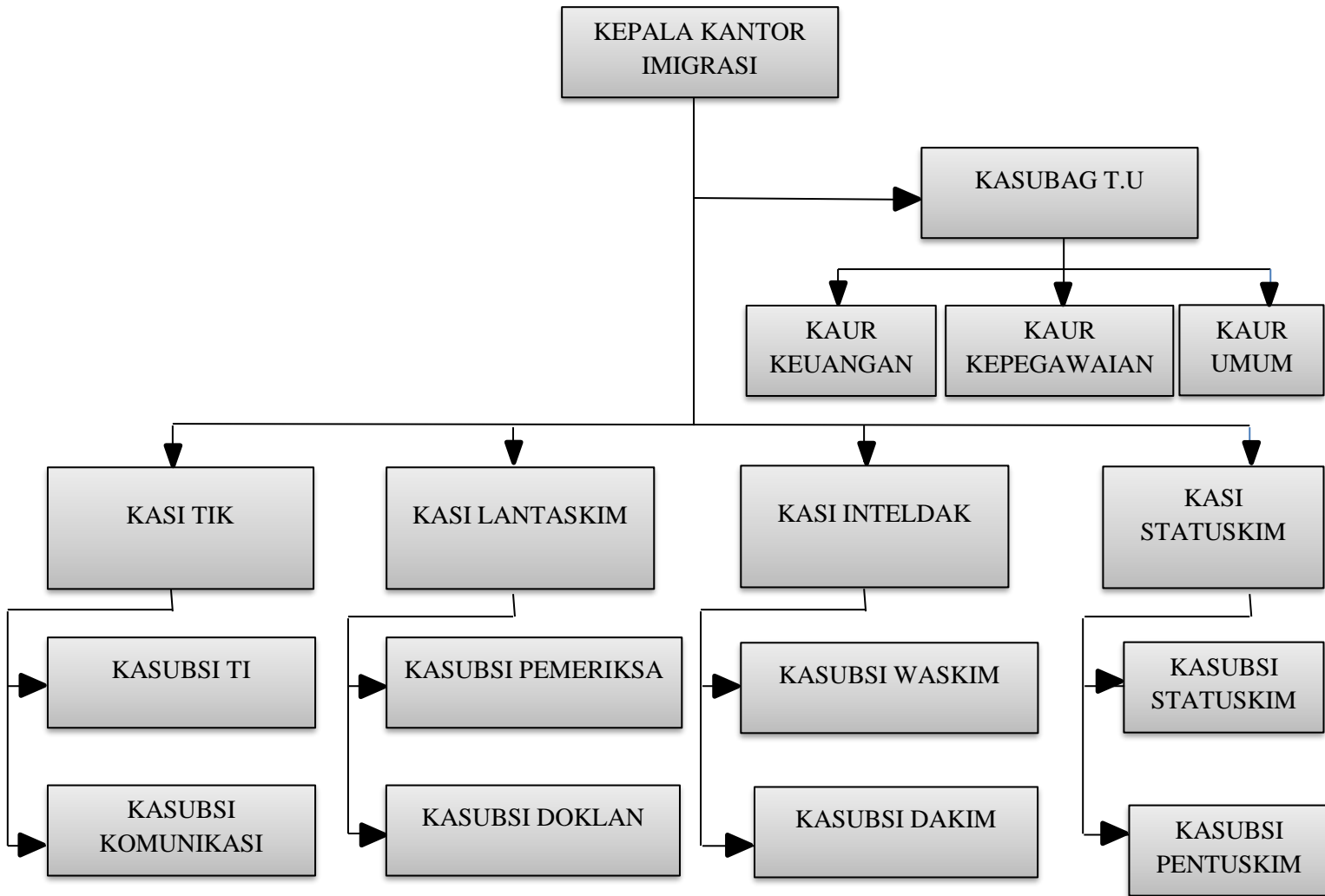


Figure 2.1 The Organization structure of Kantor Imigrasi

C. The Activities of Organizational Structure

1. Kepala Kantor

Leading, supervising, and coordinating tasks at the Immigration Office in accordance with statutory regulations

2. Sub Bagian Tata Usaha

Task :

Undertaking administration and household matters at immigration office

Functions :

Doing staffing affairs, conducting financial affairs, undertaking business correspondence, equipment and household

- a. **Urusan Keuangan**, Carrying out financial matters based on the applicable law and regulations.
- b. **Urusan Kepegawaian**, Conducting personnel affairs within the Immigration office in accordance with policies set by the minister and based on applicable laws and regulations.
- c. **Urusan Umum**, Undertaking the affairs of the correspondence, equipment and household of the immigration office.

3. Seksi Informasi dan sarana komunikasi keimigrasian (KASI TIK)

Task :

Carrying out the dissemination and utilization of information and management of means of immigration communication within the relevant immigration Office Environment based on application laws and regulations.

Function :

Carrying out the collection, study, data analysis, evaluation, presentation of information and dissemination for immigration investigations. Performing maintenance, safeguard documentation and using and maintaining communication facilities.

- a. **Kasubsi TI**, Disseminating and utilizing information about Indonesian citizens and foreign citizens in the framework of exchanging information for the technical security of immigration operations
- b. **Kasubsi Komunikasi**, Carrying out maintenance and security of Immigration documentation and using the maintenance of communication facilities.

4. Seksi Lalu Lintas Keimigrasian (KASI LANTASKIM)

Task :

Carrying out immigration activities in the field of immigration traffic in the relevant environment based on applicable laws and regulations.

Functions :

Granting permits in the field of cross-border, entry/exit permit and immigration facilities, providing travel documents, leave permits and return permits.

- a. **Kasubsi Pemeriksa**, Performing sequence of events in the traditional cross-border field through the border area between Republic of Indonesia and other countries based of applicable cross-border regulations and or agreements granting entry/exit permits in the context of regulating exit from people through landing ports in the territory of the Republic of Indonesia and immigration facilities.

- b. **Kasubsi Doklan**, Conducting licenses for issuing RI travel letters, entry/exit permits are in accordance with applicable terms.

5. Intelijen dan Penindakan Keimigrasian (KASI INTELDAK)

Task :

Supervising and enforce immigration of foreigners in the relevant immigration office environment based on applicable laws and regulations.

Functions :

Monitoring immigration permit violations and collaborate among agencies in the field of foreigner control, investigating and prosecute immigration violations.

- a. **Kasubsi Waskim**, Monitoring immigration permits violations and collaborate among agencies in the fields of foreigner surveillance.
- b. **Kasubsi Dakim**, Conducting investigations and prosecution, prevention and detentions , temporary accommodation and treatment of foreigners who cannot be repatriated, repatriation and expulsion of immigration offenders based on applicable laws and regulations.

6. Status Keimigrasian (KASI STATUSKIM)

Task :

Undertaking immigration status matters in accordance with applicable laws and regulations.

Functions :

Determining immigration status for foreigners, who are in Indonesia, conducting research into the truth of a person's proof of citizenship regarding his or her citizenship status

- a. **Kasubsi Pentuskim**, Screening, researching, rescuing applications for transfer of status and immigration residence permits.
- b. **Kasubsi Statuskim**, Conducting research on the validity of proofs of one's citizenship and to provide foreigners' certificates for completion of citizenship application

B. Positions and Personnel

1. Kepala Kantor : Pallawarukka, S.H., M.H.
2. Kasubag TU : Masniati, S.H., M.H.
 - a. Kaur Keuangan : Rostati, S.Sos., M.H
 - b. Kaur Kepegawaian : Sitti Heryaman, S.Sos.
 - c. Kaur Umum : Arman, S.s.
3. Kasi Tik : Rida Agustian, S.E.
 - a. Kasubsi TI : -
 - b. Kasubsi Komunikasi : Cherly Widianta A.md.Im . S.H.M.Si
4. Kasi lantaskim : Andi Mario S.H.M.H.
 - a. Kasubsi Pemeriksaan : A. Muhammad Reza, A.Md.Im., S.H.
 - b. Kasubsi Doklan : Yusuf S.E
5. Kasi Inteldak : Syaib Lamidi
 - a. Kasubsi Waskim : Rotuahman Saragih S.H
 - b. Kasubsi Dakim : Muliati S.H
6. Kasi Statuskim : K.H. Halim S.Sos.
 - a. Kasubsi Statuskim : A. Rezka Putra A. A.md.Im.S.H
 - b. Kasubsi Pentuskim : Yoga Aditya Utama A.md.Im.S.H

C. Job Descriptions

During internship at Kantor Imigrasi Kelas 1 TPI Makassar, the intern did some activities, such as:

1. To find out Kepegawaian system in an office by doing some activities as below;
 - a. Stamping the letter of Kantor Imigrasi for example letter of port clearance

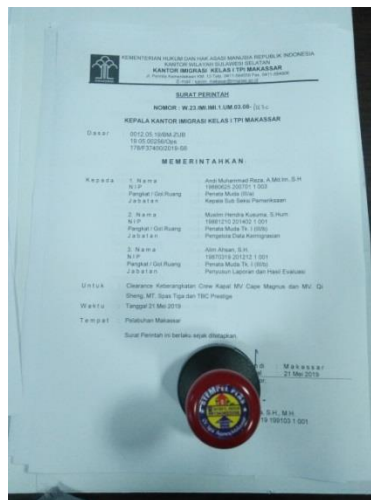


Figure 2.2 Stamping the letter

- b. Writing a warrant

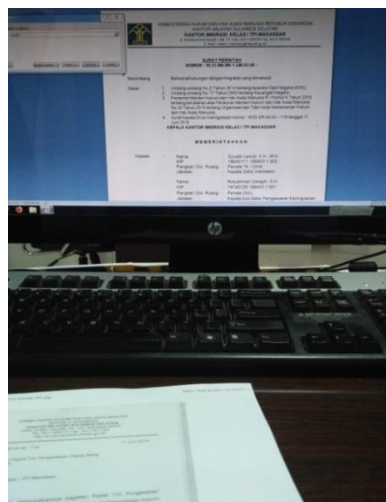


Figure 2.3 writing a warrant

- c. Arranging the attendance list of Kantor Imigrasi staff



Figure 2.4 Arranging the attendance list

- d. Distributing the letter
 - e. Collecting income and outcome letter
 - f. Compiling the making salary lists and employee reports
2. To figure out Statuskim system by doing some activities as below;
- a. Checking the data in Statuskim website for example biometric of foreigner



Figure 2.5 Checking the data

- b. Providing and writing initial KITAP or KITAS extension

Figure 2.6 Providing KITAP

- c. Speaking and listening to foreigners
- d. Conducting research into the truth of a person's proof of citizenship regarding his or her citizenship status

3. To find out Lantaskim system by doing some activities as below;

- a. Testing passport quality in Lantaskim Website named SPRI

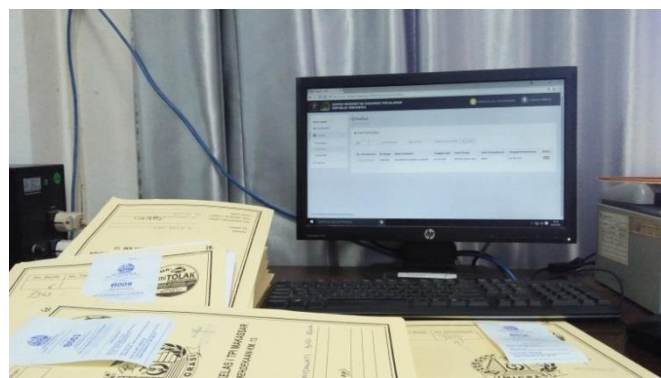


Figure 2.7 Testing passport quality in SPRI website

- b. Scanning passport with MRZ (Machine-readable zone) system

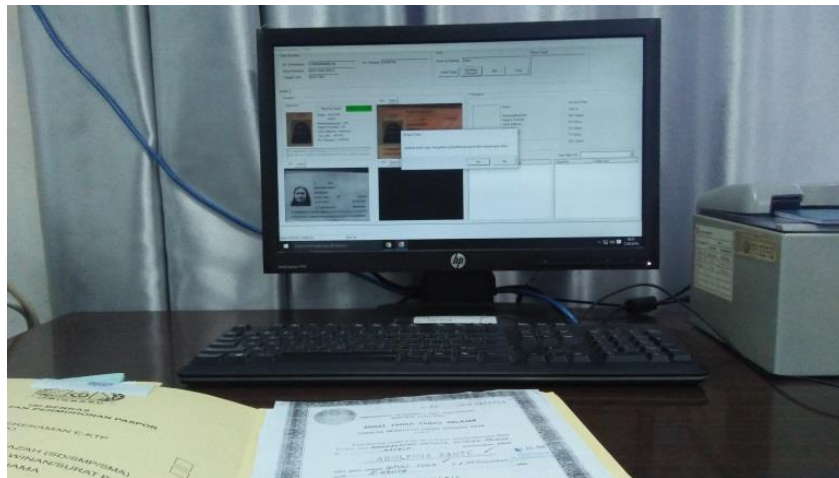


Figure 2.8 Scanning Passport

- c. Stamping and writing the number of the new passport



Figure 2.9 Stamping and writing the number of the new passport

CHAPTER III

SPECIFIC DESCRIPTION

A. Place of Internship

The intern conducted the internship at Kantor Imigrasi Makassar which is located on Jalan Perintis Kemerdekaan Km 13, Kapasa, Kec Tamalanrea, Kota Makassar, Sulawesi Selatan 90245.

B. Time of Internship

The internship program was conducted for 2 months from June 10, 2019 until August 10, 2019. The working hour started from 07.30 am and ended 04.00 pm at Monday to Thursday and started from 07.30 am and end 04.30 pm at Friday. The office had break time to lunch and execute prayer. The available time is one hours from Monday to Thursday : 12.00 am – 01.00 pm, and two hours for Friday : 11.30 am – 01.30 pm.

C. Internship Procedure

1. Before Internship

Before conducting the internship, the intern did the following steps:

1. Sending internship application letter to Kantor Imigrasi
2. Receiving the acceptance letter from Kantor Imigrasi to Business English Study Program
3. Confirming the acceptance from Kantor Imigrasi

2. During Internship

This internship requires several steps, such as :

1. Observation

The intern directly observed the employee skills, position, responsibilities, performance, and operational system.

2. Interview

The interns asked the staff about the operational system of Lantaskim, how to input data in website of Statuskim, and the working activities.

3. Documents

The intern collected data taken from references as follows:

- 1) www.makassar.imigrasi.go.id
- 2) www.bogor.imigrasi.go.id

CHAPTER IV

OUTCOMES AND BENEFITS

A. Outcomes

During the two months to have an internship at Kantor Imigrasi Makassar, she conducted many activities at Kepegawaian, Statuskim and Lantakim section. Those section was supervised by Sitti Heryaman.

There are some outcomes from the internship:

1. English

Welcoming and asking the foreigners for his citizenship status.

This only happened 3 times in a week. Example of expression such as :

- a. What's your name?
- b. What can I help you?
- c. Can I see your passport?
- d. Do you want to extend your visa?
- e. Can I see your proof of payment?

2. Management

Arranging the office documents, ordering attendance list of staff, collecting the income and outcome letter and distributing the letter to other divisions.

3. Computer and application

1) Microsoft Word

- a. Writing a warrant
- b. Writing the schedule of the ceremonial officers
- c. Writing staff attendance list

2) Application

- a. SPRI (Sistem Penerbitan Dokumen Perjalanan Republik Indonesia) Website
- b. Statuskim Website

4. Communication

Communicate with foreigners and staff at each divisions politely.

Example of expression such as:

1) With Foreigners

- a. Good morning or good afternoon
- b. Please fill this form with the black ink
- c. Please write your name here ...
- g. Please take a seat until your name is called
- h. I'm sorry because our system still error. Please write your phone number here, I will give you next information

2) With Staff such as : Selamat pagi, Ada yang bisa saya bantu?,
terimakasih atas informasinya

5. Interpersonal skills

Kantor Imigrasi Kelas 1 TPI Makassar known as the very discipline work. For instance, the intern should come on time to the office and always be on time to what the intern had done. The intern must also be patient to follow and execute staff directions.

B. Benefits

The benefits obtained from the internship are as follows :

1. The intern: Providing provisions work experience
2. Student of Business English Study Program: Applying the process of self-service to institutions and the community
3. Business English Study Program: Giving the opportunity to students to develop their knowledge and form a cooperation relationship between BE Study Program with related company
4. Universitas Negeri Makassar: Expanding the network with the other institutions
5. Kantor Imigrasi Kelas 1 TPI Makassar: Saving company expenditures and increasing productivity

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

During the internship at Kantor Imigrasi Kelas 1 TPI Makassar, skills on English particularly in welcoming, asking and responding to the foreigners, Management in arranging, ordering, collecting, and distributing letter and documents, Computer and application in Microsoft word, SPRI and Statuskim website, Communication particularly in conveying polite expressions and interpersonal skills in performing discipline and patience are the most necessary skills that intern should require.

B. Suggestion

The intern give some suggestion as follows :

1. Students of BE Study Program: maintain the good name of the campus during the internship
2. Business English Study Program: improve students' knowledge, abilities and skills
3. Kantor Imigrasi Kelas 1 TPI Makassar: Be more assertive and thorough in carrying out their duties

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APPENDICES


1. Attendance list



**PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BAHASA INGGRIS D-III
AGENDA HARIAN PESERTA PRAKTEK KERJA LAPANGAN**



Nama : Syafina
Tempat PKL : Kantor Imigrasi Kelas 1 TPI Makassar
Waktu PKL : 10 Juni – 09 Agustus 2019


No	Weeks	Day/Date	Activity	Paraf
1	Pertama (Kepegawaian)	Senin-Jumat 10-14 Juni 2019	<ul style="list-style-type: none"> • Menerima surat penerimaan PKL dari kantor Imigrasi • Menentukan penempatan divisi kerja • Menetik daftar hadir pegawai • Mengabsen pegawai imigrasi • Mengantar map dan perdim pada Cs Lantaskim • Menetik surat perintah clearance keberangkatan dan kedatangan pegawai • Menstempel surat perintah • Menetik susunan apel 	
			<ul style="list-style-type: none"> • Apel pagi • Mengantar map dan perdim pada Cs 	

2	Kedua	Senin-Jumat 17-21 Juni 2019	<p>Lantaskim</p> <ul style="list-style-type: none"> • Mengabsen pegawai Imigrasi • Memfotokopi 500 perdim • Menulis notulen apel • Memfotokopi surat-surat kepangkatan • Menyusun absen pegawai pada bulan april dan mei • Menyusun absen honorer dan pengamanan/satpam • Senam pagi • Merapikan berkas pegawai 	
3	Ketiga	Senin-Jumat 24-28 Juni 2019	<ul style="list-style-type: none"> • Apel pagi • Mengantar map dan perdim pada Cs Lantaskim • Menomor surat perintah • Mengantar surat perintah pada sekretaris pimpinan • Menyusun 500 map dan perdim • Menyusun dan memfotokopi berkas kenaikan pangkat • Menstempel berkas 	

			kenaikan pangkat <ul style="list-style-type: none"> • Mengarsipkan surat perintah • Kerja bakti • Meminta tanda tangan kepala sub bagian Lantaskim 	
4	Empat	Senin-Jumat 01-05 July 2019	<ul style="list-style-type: none"> • Apel pagi • Mengantar map dan perdim pada Cs Lantaskim • Mengirim surat ekspedisi ke kantor Pos • Mengetik surat pernyataan • Mengetik surat kuasa • Menyusun berkas cuti • Memfotokopi SKP (Surat Kinerja Pegawai) • Menstempel berkas SKP • Menyusun absen pada bulan Juni • Menyusun daftar hadir honorer • Menulis nama-nama honorer yang tidak absen • Kajian jumat • Mengeprint berkas 	

			kepegawaian imigrasi <ul style="list-style-type: none"> • Menyusun daftar hadir panitia jamaah haji • Mengarsipkan berkas 	
5	Kelima	Senin-Jumat 08-12 Juli 2019	<ul style="list-style-type: none"> • Apel pagi • Mengantar map dan perdim pada Cs Lantaskim • Menetik clearance kedatangan dan keberangkatan pegawai imigrasi • Menyusun file PDF kepegawaian menjadi satu folder • Menetik surat WBK • Kerja bakti • Memfotokopi berkas • Mengarsipkan berkas 	
6	Enam (Intaltuskim)	Senin-Jumat 15-19 Juli 2019	<ul style="list-style-type: none"> • Izin mengurus beasiswa PPA di Kampus • Apel pagi • Melayani pemohon asing • Mengecek status tinggal pemohon • Melampirkan berkas pada 	

			bagian sesi foto (biometric) <ul style="list-style-type: none"> • Mengecek status pembayaran pemohon asing • Menulis ekspedisi penyerahan paspor selesai • Mengabsen pengawai internal • Senam pagi • Mengatur map pemohon 	
7	Tujuh	Senin-Jumat 22-26 Juli 2019	<ul style="list-style-type: none"> • Apel pagi • Melayani pemohon asing • Mengecek status pembayaran pemohon asing • Menulis data pada formulir pemohon • Menulis ekspedisi penyerahan paspor selesai • Mengantar permohonan paspor pada sekretaris pimpinan • Memfotokopi paspor pemohon asing • Menyusun berkas WBK 	

			Lantaskim	
9	Sembilan	Senin-Jumat 05-09 Agustus 2019	<ul style="list-style-type: none"> • Apel pagi • Melakukan uji kualitas paspor • Mengecek kelengkapan berkas setelah paspor delaminating • Menulis data formulir pemohon paspor • Menulis nomor paspor baru • Senam pagi • Mengantar paspor untuk di tanda tangani Kasi Lantaskim 	

Makassar, 12 Agustus 2019

Mengetahui,
Pembimbing Teknis



Sitti Hervaman, S.Sos.
NIP. 19611102 198203 2 001

2. Evaluation Form

**PELAKSANA PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BAHASA INGGRIS D-III
DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN**

Nama Peserta : Syafina
Tempat : Kantor Imigrasi Kelas 1 TPI Makassar
Waktu PKL : 10 Juni – 09 Agustus 2019

No.	Komponen yang di nilai	Nilai	Keterangan
I	Sikap		
	1. Penampilan	90	Sb
	a. Kebersihan		
	b. Kerapihan		
	2. Disiplin	95	
	3. Perilaku	90	
	a. Sopan santun		
	b. Kejujuran		
	c. Kerjasama		
	4. Ketelitian	90	
	5. Tanggung jawab	90	
	6. Inisiatif	90	
	a. Kreatifitas		
	b. Aktifitas		
II	Prestasi	90	
	1. Pengetahuan		
	2. Keterampilan	90	
	JUMLAH		

Nilai = $\frac{725}{8} = 91$ (Sembilan puluh satu)

Nilai predikat = A (Sangat baik)

Mengetahui,
Ketua Prodi Business English
Jurusan Bahasa Inggris FBS UNM



Dr. Fatimah Hidayahni Amin, M.Pd.M.A
NIP. 19830222 2005012 002

Makassar, 12 Agustus 2019
Pembimbing Teknis



Sitti Heryaman, S.Sos.
NIP. 19611102 198203 2 001

3. Internship Product



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA REPUBLIK INDONESIA
KANTOR WILAYAH SULAWESI SELATAN
KANTOR IMIGRASI KELAS I TPI MAKASSAR
Jl. Perintis Kemerdekaan Km. 13, Telp. (0411) 584559, Fax. (0411) 584906
e-mail : kanim_makassar@imigrasi.go.id

Nomor : W.23.IMI.IMI.1-UM.01.01-1075A
Lampiran : -
Hal : Ijin Praktek Kerja Lapangan

Kepada Yth,
Ketua Prodi Business English
di -
Makassar

Sehubungan dengan surat Saudara Nomor : 2660/UN36.5.2/DL/2019 tanggal 11 April 2019, perihal tersebut pada pokok surat, bersama ini disampaikan kesediaan kami menerima mahasiswa :

No	Nama	N i m	Jurusan/Prodi
1.	Syafina	1752132014	Bahasa Inggris
2.	Andi Afifatul Ulfa	1752132024	Bahasa Inggris
3.	Andi Febrianti Rajni	1752132012	Bahasa Inggris

Untuk melakukan Praktek Kerja Lapangan (PKL) terhitung mulai tanggal 10 Juni 2019 sampai 10 Agustus 2019 pada Kantor Imigrasi Kelas I TPI Makassar.

Demikian untuk menjadi maklum.

Makassar, 31 Mei 2019



Kepala Kantor
Kepala Sub Bagian Tata Usaha

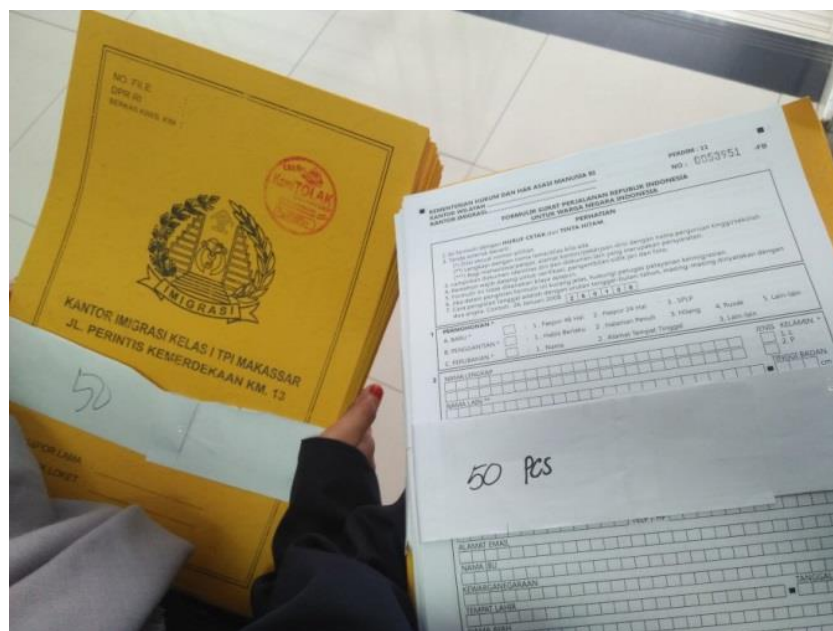
Masniati, S.H., M.H.
NIP. 19731217 199403 2 001

The Acceptance letter of internship in Kantor Imigrasi Kelas 1 TPI Makassar

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
REPUBLIK INDONESIA

DAFTAR NILAI

NO	NAMA / NPM	KELOMPOK	TESORIS	KELOMPOK	KELOMPOK	KELOMPOK
1	ABDULLAH, A. A.	KELOMPOK 1	100	100	100	100
2	ABDULLAH, A. A.	KELOMPOK 2	100	100	100	100
3	ABDULLAH, A. A.	KELOMPOK 3	100	100	100	100
4	ABDULLAH, A. A.	KELOMPOK 4	100	100	100	100
5	ABDULLAH, A. A.	KELOMPOK 5	100	100	100	100
6	ABDULLAH, A. A.	KELOMPOK 6	100	100	100	100
7	ABDULLAH, A. A.	KELOMPOK 7	100	100	100	100
8	ABDULLAH, A. A.	KELOMPOK 8	100	100	100	100
9	ABDULLAH, A. A.	KELOMPOK 9	100	100	100	100
10	ABDULLAH, A. A.	KELOMPOK 10	100	100	100	100
11	ABDULLAH, A. A.	KELOMPOK 11	100	100	100	100
12	ABDULLAH, A. A.	KELOMPOK 12	100	100	100	100
13	ABDULLAH, A. A.	KELOMPOK 13	100	100	100	100
14	ABDULLAH, A. A.	KELOMPOK 14	100	100	100	100
15	ABDULLAH, A. A.	KELOMPOK 15	100	100	100	100
16	ABDULLAH, A. A.	KELOMPOK 16	100	100	100	100
17	ABDULLAH, A. A.	KELOMPOK 17	100	100	100	100
18	ABDULLAH, A. A.	KELOMPOK 18	100	100	100	100
19	ABDULLAH, A. A.	KELOMPOK 19	100	100	100	100
20	ABDULLAH, A. A.	KELOMPOK 20	100	100	100	100
21	ABDULLAH, A. A.	KELOMPOK 21	100	100	100	100
22	ABDULLAH, A. A.	KELOMPOK 22	100	100	100	100
23	ABDULLAH, A. A.	KELOMPOK 23	100	100	100	100
24	ABDULLAH, A. A.	KELOMPOK 24	100	100	100	100
25	ABDULLAH, A. A.	KELOMPOK 25	100	100	100	100
26	ABDULLAH, A. A.	KELOMPOK 26	100	100	100	100
27	ABDULLAH, A. A.	KELOMPOK 27	100	100	100	100
28	ABDULLAH, A. A.	KELOMPOK 28	100	100	100	100
29	ABDULLAH, A. A.	KELOMPOK 29	100	100	100	100
30	ABDULLAH, A. A.	KELOMPOK 30	100	100	100	100
31	ABDULLAH, A. A.	KELOMPOK 31	100	100	100	100
32	ABDULLAH, A. A.	KELOMPOK 32	100	100	100	100
33	ABDULLAH, A. A.	KELOMPOK 33	100	100	100	100
34	ABDULLAH, A. A.	KELOMPOK 34	100	100	100	100
35	ABDULLAH, A. A.	KELOMPOK 35	100	100	100	100
36	ABDULLAH, A. A.	KELOMPOK 36	100	100	100	100
37	ABDULLAH, A. A.	KELOMPOK 37	100	100	100	100
38	ABDULLAH, A. A.	KELOMPOK 38	100	100	100	100
39	ABDULLAH, A. A.	KELOMPOK 39	100	100	100	100
40	ABDULLAH, A. A.	KELOMPOK 40	100	100	100	100
41	ABDULLAH, A. A.	KELOMPOK 41	100	100	100	100
42	ABDULLAH, A. A.	KELOMPOK 42	100	100	100	100
43	ABDULLAH, A. A.	KELOMPOK 43	100	100	100	100
44	ABDULLAH, A. A.	KELOMPOK 44	100	100	100	100
45	ABDULLAH, A. A.	KELOMPOK 45	100	100	100	100
46	ABDULLAH, A. A.	KELOMPOK 46	100	100	100	100
47	ABDULLAH, A. A.	KELOMPOK 47	100	100	100	100
48	ABDULLAH, A. A.	KELOMPOK 48	100	100	100	100
49	ABDULLAH, A. A.	KELOMPOK 49	100	100	100	100
50	ABDULLAH, A. A.	KELOMPOK 50	100	100	100	100



4. Documentation

JADWAL DAN SUSUNAN PETUGAS APEL	
TANGGAL	PETUGAS
17 Jun 19	PEMERIN APEL : KAH INTILAKIM KOMANDAN APEL : JUNATO SANJALIA, S.H. PEMBINA ACARA : NURAYYAH, A.Md.Kom. PENGUCAP PANCA BHAKTI : ALIM AHYAN, S.H.
24 Jun 19	PEMERIN APEL : KAH TI R KOMANDAN APEL : ANDRIKA PRASITYO, S.Kom. PEMBINA ACARA : SITI HARMAWATI, S.Pd., M.Pd. PENGUCAP PANCA BHAKTI : IKHSAN WAHIDIN, S.H.
1 Jul 19	PEMERIN APEL : KASUBANG TU KOMANDAN APEL : ANDI MARUDU LLENG, S.H. PEMBINA ACARA : ANTONIA VITA, S.S. PENGUCAP PANCA BHAKTI : NURHASAN WISNATA NUR, S.P.
8 Jul 19	PEMERIN APEL : KAH INTILAKIM KOMANDAN APEL : AGUNG TRIYASA, S.H. PEMBINA ACARA : RESMI AMELIA DAMAN, S.E. PENGUCAP PANCA BHAKTI : IBNU MUNIR MUHAJIR, S.Hum.

MAKASSAR, 22 April 2019
MENGETAHUI,
KEPALA SUB BAGIAN TATA USAHA

Mamari, S.H., M.H.
NIP. 9391217 199403 2 001

The Intern organized the schedule of the ceremonial officers

NO	NAMA / NIP	JABATAN	PC	HAZIR	KEHIDUPAN
1	N. A. TUGAN, S.H.	Kepala Sub Bagian			
2	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
3	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
4	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
5	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
6	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
7	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
8	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
9	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
10	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
11	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
12	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
13	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
14	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
15	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
16	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
17	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
18	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
19	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
20	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
21	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
22	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
23	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
24	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
25	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
26	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
27	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
28	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
29	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			
30	ANDI MARUDU LLENG, S.H.	Kepala Sub Bagian			

The Intern typed the attendance list of the ceremonial officers



The intern checked and noted the names of staff in Kantor Imigrasi



In front of Lantaskim section

CURRICULUM VITAE



Syafina, was born on June 30th 1999 in Jakarta. She is daughter of the marriage couple Samsuri and Naeni. She is Moslem. She likes to read romance and comedy novels, travelling, and blogging.

She began her elementary school at SD INPRES MANDAI, Makassar and graduated in 2008.

She continued her junior high school at SMPN 09 MAKASSAR, and graduated in 2011. After graduating for junior high school, she continued her study at SMAN 1 DUKUPUNTANG, Cirebon, West Java and graduated in 2017.

In 2017, she has been accepted as a student in English Department special for Business English Study Program, Faculty of language and Literature, State University of Makassar.